

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-422

For: State and County Offices

Service Center Information Management System (SCIMS) Deployment

Approved by: Acting Deputy Administrator, Farm Programs

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1 SCIMS Deployment

A

**Deployment
Delayed**

Deployment of SCIMS has been delayed until further notice to allow additional time for beta testing. Deployment of SCIMS will be announced by a National notice when it is determined the program meets the standards expected of the system. Although the software is performing, unforeseen problems with the communication portion of the program have been identified and are being resolved.

B

Gratitude

The National Office wishes to thank the many people involved in developing and testing SCIMS. Many hours of dedicated expertise by the Kansas City programmers and testers, SCIMS team members, and beta site counties have gone into the SCIMS project to ensure its success. We are confident that the project will be successful once deployed.

Disposal Date

March 1, 2002

Distribution

State Offices; State Offices relay to County Offices

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2 County Office Action

A

Name and Address Records Eligible for Deletion

County Offices shall use this time to:

- continue training employees
- clean up name and address records before migration to SCIMS.

County Offices shall run Query PROD0031 according to 1-CM, paragraph 295 to identify customers that possibly can be moved to “Deleted” status. Using the query and Option 3, “Delete” on Menu MAB000, move any records that are eligible and should be deleted to “Deleted” status. County Offices shall coordinate deleting customers with farm loan personnel to ensure that active FLP customers are not moved to “Deleted” status.

B

Customers Ineligible To Be Deleted Message

It is possible that not all names listed on the query will be eligible to be deleted. After selecting the producer to delete, the user may receive a message that the name cannot be deleted. The following shows the 2 most common reasons why a customer may not be eligible to be deleted and the action to take.

Message	Reason for Message	Action
“Unable to Delete-Id is Flagged Active” and a “Y” will appear next to Production Adjustment.	A customer has been removed from all farms, but was associated with a farm within the last 2 years.	None, the customer will not be eligible for deletion until after 2 rollovers of producer files.
“Unable to Delete-Id is Flagged Active” and a “Y” will appear next to Accounting.	A customer has flags set to “Y” in the name and address file for 1 or more of the following: <ul style="list-style-type: none">• direct deposit• claims• receivables.	Access the customer through “Change or View” and change the flag to “N” if no longer applicable. The customer should then be eligible for deletion.

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2 County Office Action (Continued)

C

Other Name and Addresses to Delete

County Offices are reminded that anyone that is not a producer , farm owner, operator, or spouse of, should only be in the Other Name and Address file. Follow 1-CM, paragraphs 1431 and 1432 and Exhibit 140, to load these names in the Other Name and Address file. County Offices shall delete these names from the producer name and address file if they appear on the listing.

D

ZIP+4 Code

The most recent ZIP+4 Code process was completed by Kansas City and downloaded to County Offices in late September 2001. This was the last ZIP+4 Code that will be download by County Offices before migrating customers to SCIMS. County Offices shall ensure that the download was processed and all actions were completed according to 1-CM, paragraphs 337 and 339 through 343. All actions must be completed before the migration.
